

Office of the District & Session Judge, East Champaran, Motihari

Tender No.- 02/2025(Purchase Cell)

F.Y.- 2024-2025,

Date:- 23.01.2025

Place of Receipt of Quotation

:-

**Office of the Administration Incharge, Nazarat,
Civil Court, East Champaran, Motihari**

As directed, quotations are invited from the reputed firms / suppliers for supply of stationery articles, mentioned below for the Family Court, Civil Court, Motihari.

Sl. No.	List of Stationery	No of Jista/ Page	Quantity
1.	Maintenance Register	300 Page	1 Pcs
2.	Matrimonial Register	300 Page	1 Pcs
3.	Guardianship Register	300 Page	1 Pcs
4.	Execution Register	300 Page	1 Pcs
5.	Distress Warrant Register	300 Page	1 Pcs
6.	Register of Decided Cases	100 Page	1 Pcs
7.	Witness Register	300 Page	100 Pcs
8.	Paper Punch	-----	1 Pcs
9.	A-4 size Paper (75 GSM)	-----	50 pkts.
10.	Plain Paper (white)	-----	2 Rim
11.	Guard File	-----	15 pcs
12.	Cover File	-----	50 pcs
13.	File For Record	-----	100 pcs
14.	Fly Leaf	-----	200 pcs
15.	Damper	-----	02 pcs
16.	Thread Ball	-----	50 pcs
17.	Stapler No 10	-----	02 Pcs
18.	Stapler No 10 Pin	-----	20 pkt
19.	Pen (Black)	-----	150 Pcs
20.	Pen (Red)	-----	60 Pcs
21.	Judgement Paper	-----	15 Pcs
22.	Carbon (Blue)	-----	01 pkt
23.	Steno Note Book	-----	24 Pcs
24.	Ink Pad	-----	06 Pcs
25.	Ink	-----	12 pcs
26.	Gum (50 ml)	-----	24 Pcs
27.	Envelope (Small) (10"x4.5")	-----	100 Pcs
28.	Envelope (Medium) (12"x6")	-----	100 Pcs
29.	Envelope (Large) (12"x16")	-----	100 Pcs
30.	Paper Weight	-----	10 Pcs
31.	Poker (Sua)	-----	02 Pcs
32.	Sutri	-----	10 Kg
33.	Fine Cheque Book	100 pages	01 Pc

23/1/25

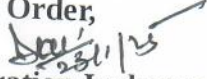
34.	Fine Register	100 pages	01 Pc
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The firm/ supplier must have the financial capacity to execute the supply of aforesaid article. The Quotations must reach this office within three weeks (21 Days) from the date of display of this notice on the website of Civil Court, Motihari. Quotation received after stipulated time/date shall not be entertained. This tender notice can be downloaded from the website of Civil Court, Motihari:- "<https://motihari.dcourts.gov.in/>". The formats of the above mentioned registers may be obtained from the Office of the Administration Incharge, Civil Court, Motihari.

Terms & Conditions:

- (i) Proof of Registration of firm/supplier as per Government Rules.
- (ii) The firm must have GST and PAN number.
- (iii) The articles supplied should be in good condition.
- (iv) The rate of article must be quoted as per unit price.
- (v) The rate quoted in Quotation should be inclusive of all taxes and other charges, if any.
- (vi) No advance payment shall be made.
- (vii) The Court reserves the right to minimise or maximise the quantity as well as right to accept or reject any or all quotations without assigning any reason.
- (viii) The firm shall submit its bill in duplicate at the time of supply of articles.
- (ix) Payment will be made in account of the firm after due verification of items supplied.


Nazir,
Civil Court, Motihari.

By Order,

Administration Incharge,
Civil Court, Motihari.